



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

**APPLICATION FOR APPROVAL OF A
BUILDING LOCATION SURVEY**
in accordance with § 78-202.6(c)(3) of the Zoning Ordinance

Submittal of this form with **original signatures is required.** *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

Address of the Subject Property:		
Description of the Proposed Use:	<input type="checkbox"/> Addition with a footprint less than 750 square feet that requires a building permit.* (Does not include uncovered residential decks.) <input type="checkbox"/> Accessory structure with a footprint of 150 square feet to 749 square feet.* (shed, garage, gazebo, etc.) *For addition and accessory structure footprints of 750 square feet and greater, use the Application for a Single Lot Development Plan	
Estimated Floor Area of Proposed Use:		
Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? <input type="checkbox"/> No <input type="checkbox"/> Yes Please describe :		
Is Resource Protection Area zoning located on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Name and Title of Agent Acting on Behalf of Property Owner (if applicable):		
Mailing Address :		
E-mail address:	Telephone:	FAX

APPLICATION FOR APPROVAL OF A BUILDING LOCATION SURVEY – continued

The undersigned hereby applies for approval of a Building Location Survey under the provisions of § 78-202.6 of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent)

Date

Name and Title of Property Owner or Contract Purchaser:

Mailing Address of Property Owner or Contract Purchaser:

E-mail address:

Telephone:

FAX:

APPROVAL OF BUILDING LOCATION SURVEY

Comments:

Signature and Authorization of Zoning Administrator

Date

FOR OFFICE USE ONLY

Application Received by:

Date:

Tax Map Reference:

Zoning District: _____

☐ RPA ☐ Not RPA

Status of Taxes: ☐ Paid ☐ Delinquent

**Distribution
after
approval:**

Applicant

Community
Development

Public Works

Finance

APPLICATION FOR APPROVAL OF A BUILDING LOCATION SURVEY – continued

TO BE SUBMITTED WITH THIS APPLICATION

- _____ \$25 Application Fee payable by either check or cash (credit cards are not accepted).
- _____ Four copies of the proposed Building Location Survey prepared in accordance with the standards specified in the Zoning Ordinance.
- _____ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed).
- _____ A statement from the property owner(s) authorizing an agent to act on their behalf (if applicable).
- _____ An RPA Permit if:
 - (a) Resource Protection Area zoning is located on the property; or
 - (b) it is determined by the Zoning Administrator that an assessment is warranted because of the unique characteristics of the site or intensity of the proposed use or development.